

# GUIDELINES FOR AUTHORS

- 1) All draft articles should be produced with minimal formatting, single spaced, left justified, with one space after periods in times roman 10 font size text and Areal 24 heading. Figure caption should be Arial Narrow font size 8 and stated as **Figure 1.** Screen capture of SBAF selection web tool Version 1. Caption of table should be placed before them in Arial Narrow 8 and stated as **Table 1: Aqua-MODIS reference reflectance of DCC and Sonoran Desert for GOES-12 and GOES-15.**
- 2) All figures and tables are to be supplied to the GCC in separate standalone files, either in native formats like Excel for tables, or as .jpg or .png of at least 300 dpi resolution for images and charts.
- 3) Please test any website links that are supplied as part of an article.
- 4) Submitters should not embed captions in figure image files. Please supply caption text separately, as text placed where the figure is inserted in the draft submission.
- 5) References should be supplied in the following format. They must include a DOI if available.

Example:

Khlopenkov, K., Doelling, D. and Okuyama, A., 2015, MTSAT-1R Visible Imager Point Spread Function Correction, Part II: Theory. IEEE Trans. Geosciences Remote Sens., Vol. 53, No. 3, 1504-1512, 10.1109/TGRS.2014.2344627.

When citing the GSICS Newsletter use the following format:

Yu, F., et al., 2013. Angular variation of GOES Imager scan mirror visible reflectivity, *GSICS Quarterly Newsletter*, DOI: 10.7289/V5N877QQ

Please contact the Editor to obtain the DOI number for the GSICS Quarterly Newsletter.

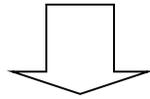
***Normally an author gets to see his article at least three times before it finally gets published. Once while addressing reviewer comments and twice during the publication process. See the PROCESS flow next page to view the procedure followed by the Editor***

## Guidelines for writing the Lead article.

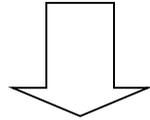
The lead article of the Newsletter is a key article of the newsletter. This article attempts to give the reader the major milestones that have taken place in the field and attempts to tie the technical articles in the newsletter together. For example the lead author of the Special Issue on Lunar Calibration (Tom Stone) gave a good overview of the developments that have taken place in the area of Lunar Calibration. One can have a look at the Issue [here](#) to get an idea of the expectations. By doing so we intend to demonstrate the lead author is a leading subject expert in the field

# GSICS Quarterly Newsletter Production Process

Articles are solicited year-round the year> A call is sent out every quarter via the GSICS Dev.

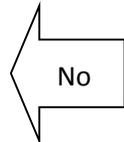


Articles are sent to the Newsletter Editor directly or via GSICS Correspondents or Chairs of GSICS Groups/Subgroups.

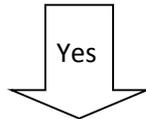


The Editor has a preliminary look at the article and checks.

1. If the article falls within the scope of GSICS/WMO/CGMS /GPM-X or scope of its partners including the 3G
2. Article falls within the 700-800 word limit with 2 Figures and 1 table.
3. If the article is a lead article it fulfils lead article criterion

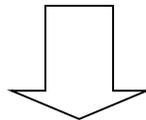


Article is sent back to author requesting changes or encouraging to submit at another journal if the article is completely out of scope despite being of high quality.

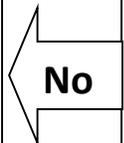


If the editor decides to consider the article, the article is sent to a proofreader or/and a subject expert reviewer.

Editor may decide to send the article directly to a reviewer or to a proofreader.



Editor forwards the comments and recommendation from the reviewer to the author. In the event of a recommendation of rejection by the first reviewer, the editor arranges for a second reviewer.

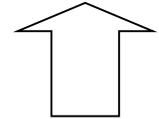


Article is sent back to author informing of rejection due to reviewers' comments.



The author makes changes and re-submits the article to the editor who forwards them back to the reviewer for his final approval.

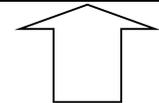
Editor procures a **doi** number from NOAA library and pastes it into the Newsletter and gives the final copy of the newsletter to the technical expert for release via mailchimp. Editor also sets up a review and comment page on the google. The technical expert releases and also makes a web version of the lead article.



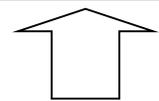
Changes if any are incorporated until the author is satisfied with his article as presented in the newsletter draft. The newsletter draft is then sent for a final proof reading over all the articles technical and non-technical).



This draft newsletter is sent back to all the authors. The authors are requested to look over their articles and check if they have been properly included in the newsletter and suggest any changes to the editor.



Once all the resubmitted articles for the newsletter are ready, the editor lays them out in the standard Newsletter format.



## **Selection of Reviewers**

GSICS Group/ Subgroup, Chairs, the GCC Director and Lead Authors have reviewed GSICS articles. Eminent scientists who have considerable reviewing experience for other journals have also been requested to review articles. From spring 2014, we started indicating the names of reviewers on the final page of the newsletter thanking them for their efforts. If it is a special issue, the lead author is also a reviewer of the technical newsletter articles.

Members wishing to participate as a reviewer or proof reader are welcome to do so and can contact the Editor. A consistent participation in the process can result in a WMO appreciation certificate.